



Common Council Meeting Minutes
Tuesday, March 1, 2022, at 6:30 p.m.
Chilton City Hall – Council Chambers – Lower Level
42 School St., Chilton, WI 53014

Pursuant to Section 19.84(2) and (3) of the Wisconsin State Statutes, notice is hereby given to the public, to the Tri-County News, the official newspaper of Chilton, and to those news media who have filed a written request for this notice that a meeting of the above-referenced was held at the date, time and location listed above.

This meeting was conducted both in the Council Chambers at City Hall and via remote conferencing due to a State of Emergency and federal, state, and local guidance on gatherings. Members of the public may join meeting through a Zoom link or call +1 312 626 6799 US (Chicago), Meeting ID: 970 4854 9352, Password: 434719.

Notice is hereby given that a majority of the Common Council of the City of Chilton, or a standing committee of that body were present at this meeting to gather information about the subject matter which they have decision making responsibility.

The above governmental body met to discuss and possibly act on the following agenda items as set forth below:

The regular meeting of the Chilton Common Council held at the Chilton City Hall was called to order at 6:30 p.m. by Mayor Tom Reinl.

ROLL CALL:

Council members Andrew Deehr, Ron Gruett, Peggy Loose, Joe Schoenborn, Kathy Schmitzer, Jon Kragh, and Robbie Seipel were present at roll call.

Other city officials present were Mayor Tom Reinl, DPW Chris Marx, City Administrator David DeTroye, Attorney Derek McDermott, Fire Chief Ben Schoenborn, and Assistant Fire Chief Nathan Schneider. Also, in attendance Rick Jaeckels, Michael Koontz, and Dan DeTroye.

Those in attendance recited the Pledge of Allegiance.

AGENDA: Motion by Schmitzer, seconded by Gruett and carried by unanimous voice vote to approve the Common Council Agenda for March 1, 2022, as presented.

REPORT OF OFFICERS:

Mayor – Tom Reinl –

- Mayor Reinl asked for a moment of silence and reflection in memory of Jeff Moehn.

CITY ADMINISTRATOR - David DeTroye –

- Vacancies of the common council will be addressed soon with no action to be taken until after the April 15th election.

DIRECTOR OF PUBLIC WORKS – Chris Marx –

- The Irish Road & Geiser property engineering is nearly complete and will soon be available for bidding. The anticipated bid opening date is early April.
- Public Works crew will be assisting McMahon engineering this week with digging test holes on the Geiser property to evaluate soils before excavation and development.
- City took another salt delivery as part of the State contract.

Minutes: Motion by Loose, seconded by Schoenborn and carried by unanimous voice vote to approve the minutes of the council meeting held on February 15, 2022.

Operator Licenses – Motion by Gruett, seconded by Loose and carried by unanimous voice vote to approve the operator license applications for Coreen Behnke, Cristopher Bourgeois, and Ashley Hausler. All applications have been approved by the police department.

Payment of Bills: Motion by Deehr, seconded by Schmitzer to pay all bills.

Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

Audience Participation: None

New Business:

1. Resolution # 1884 – Adopting the Revised Personnel Manual for the City of Chilton – Motion by Schmitzer seconded by Loose to approve Resolution # 1884 and wave the reading. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
2. DNR Report Review Fee – Chilton Plating Property – Additional fee is required by the DNR for the review of the report issued by Sigma for the Chilton Plating Property. The \$1,050.00 fee would be taken from Fund # 803 – Development Expense fund. Motion by Loose, seconded by Seipel to approve payment of \$1,050.00 to the DNR for review of the Sigma report taking funds from Fund # 803. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
3. Future Funding Discussion – Police/Fire/Council Chambers/Administration Improvements – Discussion ensued on the future projects that are currently proposed for the city hall administration area, council chambers and police and fire Departments. The city invested in a facility study in 2021 that was delivered early in 2022. The results of the study were discussed with the council. Opinion of probable costs were also delivered based upon conceptual drawings for each of the project areas. Mill rates, future taxation, and funding mechanisms were discussed to enable the council to decide on the level of financing they wanted to put towards the total project. If a funding level is approved, the city would also have the option to approve two agreements with McMahon engineering for the design and oversight of the projects.
 - a. Motion to Approve/Deny Funding Limits on Projects – Motion by Deehr, seconded by Schoenborn to approve a funding limit of five million dollars for Police/Fire/Council Chambers/Administration Improvements. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
 - b. Motion to Approve/Deny Professional Services Agreements – City Hall & Fire Department Projects – McMahon & Associates – Motion by Deehr, seconded by Loose to approve the two agreements for professional services with McMahon Engineering with costs not to exceed \$340,000.00. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

Committee Reports – Public Works Committee – Joe Schoenborn Chair –

1. Wellhouse # 9 Roof Replacement – DPW Marx presented the council with two quotes. The first quote was for materials only and the second was for materials and installation by Propson Roofing. It was discussed if the public works crew should complete the project to save costs. The committee was in favor of the contractor with a warranty, and it was forwarded to council for consideration. Motion by Deehr, seconded by Gruett to approve the quote for materials and installation of the roof at wellhouse # 9 by Propson roofing in the amount of \$6,461.00. Funds for the project would be taken from the water department account. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
2. WWTP Lift Station Assessment Report Update – McMahon & Associates – DPW Marx informed the council that the assessments for two of the city's lift stations have been completed. It was identified that two pumps would be needed at the lift station located at the wastewater treatment plant. More information and recommendations will follow from the studies and future needs and expenditures.

- A. Replacement Pump Purchase – DPW Marx received multiple quotes for differing styles and sizes of pumps to replace the current model. Marx investigated using a different brand and checked with other utilities on the use and dependability. Marx also solicited the recommendation of the engineer conducting the lift assessment and agreed that the city should try a new brand of pump at a reduced price. The Sulzer pumps that were identified are approximately half the cost and have been proven effective. Motion by Schoenborn, seconded by Schmitzer to approve the purchase of two (2) Sulzer 12 - HP Pumps from Crane Engineering at a cost of \$4,630.00 per pump with funds coming from the sewer utility equipment replacement fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
3. WWTP - Doors & Lock Replacement – DPW Marx informed the council that many of the service doors and locking systems at the wastewater treatment plant are beyond their useful life. Marx received two quotes for the replacement and installation of approximately 15 doors and locks. The replacement is scheduled as part of the mini facility rebuild but needs to be expedited because of the poor conditions. Motion by Schoenborn, seconded by Loose to approve the quote from LaForce for the replacement of the doors and locks at the wastewater treatment plant at a cost of \$24,041.00. Funds would be taken from the equipment replacement fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
4. Annual Traffic Control Lighting Service Contract - TAPCO – DPW Marx informed the council that even though the city approved new traffic control lights and cabinets for installation later this year, an annual maintenance contract is still required from TAPCO that spells out the annual charge of \$278 per intersection and \$180 per hour for service work. Motion by Schmitzer, seconded by Loose to approve the annual maintenance contract with TAPCO with funds coming from the Street Marking Reserve Fund. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.
5. Irish Road Reconstruction Project Planning – Sidewalk Discussion – DPW Marx informed the council that sidewalks need to be engineered as part of the South Irish Road urbanization project. Marx supplied a map to council that identified the need for approximately 2000 lineal feet of sidewalk at a price of approximately \$60,000.00. Discussion ensued as to who should bear the cost, assessment practices, and future implications and need for expansion of sidewalks and access after development. It was determined that the city could utilize TID funds for the installation. Motion by Schoenborn, seconded by Deehr, to approve the usage of TID 6 funding for the future installation of sidewalks along South Irish Road which will allow for the engineering and planning to commence on the project. It was made mention that the area should be identified as both sides of Irish Road from Highway 151 to South Diane Street and that reasoning for TID 6 funds being utilized for the project is in consideration of the City wishing to urbanize the thoroughfare. Council member Schmitzer asked if the city was setting a precedence by paying for the install? Attorney McDermott made comment by saying the city is choosing to urbanize and the assessment language and ordinances are reflected for new residential subdivisions. Roll Call Vote: Deehr, Gruett, Schoenborn, Loose, Schmitzer, Kragh, and Seipel all cast Aye votes. 7 – 0 motion carried.

Committee Chair Schoenborn offered the following Rate Study update to the council that was not listed on the agenda: Sewer Use Charge Study Update – Strand & Associates – DPW Marx and Administrator DeTroye informed the committee that the sewer rate study was returned and was favorable for the City of Chilton. Reductions in the number of future expenditures needed would allow the city to continue using the existing rates with the annual increase of 3%. Strand and Associates conducted the study and informed the city that the utility is in good financial condition and that no major increase is needed if conditions and revenues from users remain consistent. The study did identify the need for future expenditures in two phases. The city will be using the equipment replacement fund for the initial component phase and will be bonding for the second phase of electrical work which is being expedited for completion. The study conducted by Strand cost the city and utility fund \$46,000.00.

Committee Reports – Public Safety – Ron Gruett Chair –

1. Fire Department Accident Expenditures Recovery Program & Fee Schedule - Fire Chief Schoenborn discussed at the committee meeting and explained the increasing volume of calls that are received and serviced by the department and first responders. This new program would allow for recovery of costs from accidents involving participants who are not residents of the City of Chilton, or the towns serviced by the fire and EMS. Chief Schoenborn commented that the fire department is the appropriate authority to respond to crash scenes as they are in control of needed tools and apparatus to clear and secure the scene of the accident. He also commented that the department is trained in hazardous substance abatement and cleaning and that the DNR has protocols in place that need to be followed in the event of a spill. The issue is rising costs. Administrator DeTroye described the process which would allow for an invoice to be created and sent to any participant of an accident. In the event the person or persons does not pay the bill for services, the city has the option to forward the costs onto the county or state depending on where the accident occurred. The suggested fee schedule was also reviewed. Motion by Loose seconded by Kragh and approved by unanimous voice vote to approve the Fire Department Accident Expenditures Recovery Program & Fee Schedule. It is to be noted that the program would not be active until the MuniCode revisions that currently list the program language are adopted by the Common Council. It is anticipated the program will be functioning by mid-April.

Communication:

Adjournment: Motion by Loose, seconded by Kragh to adjourn at 8:05 pm.
Unanimous voice vote and carried to approve.

Meeting Minutes Prepared by:
David DeTroye
City Administrator/Clerk/Treasurer